

INVITATION
TO
BID

Notice is hereby given that sealed bids will be received by the Township Committee of Lower Alloways Creek for "Recycle Cans" in accordance with specifications and general conditions, which may be obtained from the CFO's office at the Municipal Building, 501 Locust Island Road, Hancocks Bridge, New Jersey during the hours of 9:00am and 4:00pm.

Each proposal shall be submitted in a sealed envelope with the name and address of the bidder clearly identified on the outside of the envelope together with the notation,

"BID FOR RECYCLING CANS"

All bids shall be submitted to the Township's CFO by 10:45am on January 17, 2012, at the Municipal Building located at 501 Locust Island Road, P.O. Box 157, Hancocks Bridge, NJ 08038 at which time the bids will be opened and read aloud.

Each bid shall be accompanied by a bid bond or certified check, payable to Lower Alloways Creek Township in the amount of ten (10%) percent of the total amount bid, not to exceed \$20,000., as a guarantee that if the contract is awarded to said bidder, he will enter into contract therefore.

The successful bidder shall enter into a written contract with Lower Alloways Creek Township in accordance with the Invitation to Bid, Specifications, General Conditions and the Award.

The Township reserves the right to reject any and all bids and to waive any informalities as the interest of the Township may require. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township's CFO prior to the time set for bid opening.

All bidders must meet equal employment opportunity requirements of P.L. 1975, C 127, as described in the specifications. All bidders must comply with the provisions of P.L. 1977, C 33. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. sec N.J.A.C. 17:27 and N.J.S.A. 52:32-44.

By order of the Township Committee of Lower Alloways Creek Twp.

TOWNSHIP OF
LOWER ALLOWAYS CREEK
GENERAL INSTRUCTIONS AND CONDITIONS

1. BID SUBMISSION

Bids shall be returned on the bid form enclosed herein. They shall be returned in sealed envelopes addressed to:

TOWNSHIP CFO'S OFFICE
LOWER ALLOWAYS CREEK TWP.
P.O. BOX 157
HANCOCKS BRIDGE, NJ 08038

The envelope shall be marked in the lower left quadrant:

BID FOR RECYCLING CANS

The Township accepts no liability for bids opened in error due to absence of such notation. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township purchasing agent prior to the time set for bid opening.

2. BID SECURITY (REQUIRED FOR THIS BID: YES x NO)

When required, a bid bond, cashier's check or certified check, payable to Lower Alloways Creek Township, in the amount of ten (10%) percent of the total amount bid, not to exceed \$20,000.00, shall accompany each bid. It shall be subject to forfeit and retention by the township in lieu of other legal remedies, should a successful bidder fail to execute a contract and provide a performance bond or escrow fund (if required) within ten (10) days after the Township has tendered the contract.

3. PERFORMANCE BOND (REQUIRED FOR THIS BID: YES NO x)

When a performance bond is specified, bidders shall include with their bid a surety company's certificate that it will provide a bond if the specified bidder is awarded a contract.

A successful bidder shall when required, furnish a performance bond in the amount of the contract. Said bond shall be that of an approved company, authorized to transact business in the State of New Jersey.

4. PUBLIC DISCLOSURE

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of supplies, unless it lists with its bid, or prior thereto, the name and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:24- 24.2, PL 1977, Chapter 33).

Failure to supply this information shall be cause for disqualification of a bidder.

5. AWARD OF CONTRACT

Contract will be awarded to the lowest responsible bidder, but the Township reserves the right to reject any and all bids and to waive any discrepancies therein.

6. LEAD AGENCY

The Township is acting as the lead agency for two other municipalities. Vendor is to bill and invoice the Township for the entire number of containers for all three municipalities.

7. QUANTITY

Vendor will supply two thousand (2,000) cans as the winning bidder. The Township reserves the right to purchase additional cans at the bid unit price within six months of the award.

8. TIME FOR MAKING AWARDS

The Township shall make awards or reject all bids within sixty (60) days after the bid opening.

9. INDEMNIFICATION

Bidders shall agree, if awarded a contract, that they will indemnify and save harmless the Township of Lower Alloways Creek from all suits and actions of every nature and description brought against it, growing out of that contract, or contracts, written or verbal, entered into between the Township and the successful bidder, and thither that upon the awarding of the contract in accordance with these specifications, this agreement of indemnifications shall automatically become effective.

10. PRICES

Careless in quoting prices, or in preparation of bid otherwise will not relieve the bidder. Bid prices shall be F.O.B. destination and net, with all discounts deducted except the cash discount for prompt payment of invoice, if offered.

11. WITHDRAWAL OF BID

A written request for withdrawal of a bid will be granted if received by the purchasing agent before any bid has been opened.

12. TAXES

The Township is exempt from all Federal and state taxes.

13. AFFIRMATIVE ACTION

Bidders are required to comply with the requirements of P.L. 1975, C127 (NJAC 17:27). The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the administrative code (NJAC 17:27).

14. QUESTIONS

Questions concerning this bid invitation may be directed to the purchasing agent at (856)935—2556 during his office hours (M—F, 9 am — 4 pm).

15. ITEMS BID

No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types/products that will meet specifications. Bidders must determine for themselves which type/product to offer. If said bidder should submit more than one price on any one item, all prices for that item shall be rejected.

16. RETURN OF BID SECURITY

Said bond or check will be returned to the three lowest bidders upon receipt of approved performance bond, if required, and upon execution of a formal contract with the successful bidder.

17. ASSIGNMENT

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the Township of Lower Alloways Creek.

18. RETURN OF CONTRACT

Non-performance by the successful bidder, or his failure to execute the contract or meet the performance bond requirements within ten (10) days after the award, may result, at the option of the Township, in his bid security being forfeited to the Township as liquidated damages and not as a penalty.

19. DIFFERENCES

Should any differences arise between the contracting parties as to the meaning or intent of these instructions or specifications, the purchasing agent or his designated representatives decision is to be final and conclusive.

20. ADDITIONAL CLAIMS

The successful bidder agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or failure to fully acquaint himself with any conditions relating to the contract.

21. ORAL INSTRUCTIONS

Neither the Township nor its authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

22. NEW JERSEY LAWS

These specifications, instructions to bidders and all accompanying documents, the bid and contract awarded to the successful bidder shall be construed in accordance with the laws of the State of New Jersey.

23. STANDARD CONTRACT

The successful bidder(s) will be required to sign and execute the Township's standard contract.

24. FAX BIDS

Please be advised that fax transmissions of any of the required bid documents will not be acceptable.

YOUR BID WILL BE DECLARED NON-RESPONSIVE.

25. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Vendors are required to submit with their bid a completed Acknowledgement of Receipt of Addenda form as supplied in the bid documents. Any vendor who fails to do so will have their bid declared NON-RESPONSIVE. If none, form should be returned marked N/A.

26. BUSINESS REGISTRATION CERTIFICATE

Vendors are required to submit with their bid a copy of their State of NJ Business Registration Certificate. Any vendor who currently does not possess a certificate can obtain info on how to register by visiting the State's website, www.state.nj.us/treasury/revenue/busregcert.html.

27. PAYMENT

Payment for services will be made on the third Tuesday of each month subsequent to receipt of a signed voucher from the contractor with invoice attached attesting to the services/goods being provided. The voucher is to be mailed to the following address:

Attn: Kevin S. Clour
Lower Alloways Creek Township
P.O. Box 157
Hancocks Bridge, NJ 08038

28. INSURANCE

Vendors are to submit proof of the following coverages with their bid:

- A.) Worker's Compensation – Statutory Limits – Employers' Liability - \$100,000 limit
- B.) General Liability, in a comprehensive form, with a minimum limit of \$500,000
- C.) Motor Vehicle Liability, in a comprehensive form, with a minimum limit of \$500,000 including:

- 1) Owned vehicles
- 2) Hired vehicles
- 3) Non-owned vehicles

Vendors will be required to provide proof that the Township has been named as an additional insured prior to endorsement of any contract resulting from this solicitation. Neither approval by the Township nor failure to disapprove certificates of insurance furnished by the contractor shall release contractor of full responsibility for all liability and casualty claims or losses. Insurance is required as a measure of protection and contractor's liability is not thereby limited.

**SPECIFICATIONS
WHEELED REFUSE CONTAINERS
95 GALLON CAPACITY**

GENERAL

1. The wheeled refuse container shall be designed to contain materials that include garbage, recycling, refuse, rubbish, and yard clippings.

Yes _____

No _____

2. The container shall be provided with adequate wheels and handle so that it can be pushed or pulled with little effort.

Yes _____

No _____

3. The containers shall be designed to be dumped by both semi-automated and fully-automated truck systems.

Yes _____

No _____

4. It will be the responsibility of the bidder to acquaint themselves with the dumping systems used by the Township.

Yes _____

No _____

MATERIALS

5. The body of the container shall be composed of recyclable high density polyethylene ("HDPE").

Yes _____

No _____

6. The body and lid of the container shall each be formed using only first quality high density polyethylene from a nationally recognized brand supplier, i.e. Exxon, Phillips Petroleum, etc.

Yes _____

Supplier _____

No _____

7. If the Township wishes to exercise its option to change the percentage of virgin resin used, it may require the manufacturer to use a percentage of post consumer resin ("PCR"). Please state what maximum percentage is intended to be used.

_____ %

Yes _____

No _____

CONTAINER (BODY ONLY)

8. The total actual volume (capacity) of the container is 96.8 U.S. gallons. The container shall be designed to accommodate a load of at least three hundred (335) pounds, excluding the weight of the container. This load rating shall be published in the bidder's current product brochure.

Yes _____

No _____

9. Minimum wall thickness of the body must not be less than .155 inches. The thickness of the container's bottom section must be no less than .155 inches.

Yes _____

No _____

10. The body walls shall have a slight taper to facilitate emptying. At a point approximately 12" from the top of the cart, the back body wall of the cart shall extend at least 2" from the rear plane of the cart body. The front two corners of the cart body shall be "shouldered" on the same plane as the rear "hip", thus forming an overhang around the body of the cart that will greatly augment lifting in fully-automated application.

Yes _____

No _____

11. To prevent abrasion wear-through, there shall be a "wear ridge" molded around the perimeter of the container's bottom surface. This "wear-ridge" shall consist of a molded-on deposit of solid resin material - approximately .200" (width) and .250" (height) - which adds thickness to the container's bottom surface. Add-on "pads" which require attention and replacement shall not be deemed acceptable.

Yes _____

No _____

12. The design of the container bottom shall include a molded-in spherically shaped energy absorbing detail, approximately eight (8) inches in diameter. This detail shall be engineered to protect the container bottom from impact when heavy objects are tossed into the empty container.

Yes _____

No _____

13. An integrally molded upper "pouch" and molded front (lower) "catch" bar shall be the only acceptable method of attachment to the refuse vehicle's cart dumper system.

Yes _____

No _____

14. The integrally molded upper "pouch" shall extend approximately 1 ½" from the frontal plane of the cart body at it's lower opening, and will have a minimum of eight (8) internal reinforcing gussets to assure adequate support for extended year's of usage.

Yes _____

No _____

15. Container body shall be free of pockets, recesses or intrusions which could trap debris or interfere with the discharge of refuse.

Yes _____

No _____

16. The container shall be designed to be fit with axles and front (lower) "catch" bars which do not require holes or bolts through the body, to eliminate potential leakage of liquids, escaping odors or entry of insects.

Yes _____

No _____

17. The top of the container body shall be molded with a three-sided (inverted channel) rim to add structural strength and stability to the container and to provide a flat surface for lid closure. The underside of the rim shall be reinforced with a minimum of forty (40) integrally molded-in gussets spaced around the entire circumference of the container.

Yes _____

No _____

18. There shall be a raised "ridge" molded atop the entire circumference of the container rim. The closed lid, in close proximity to this molded-on "ridge", shall serve as a barrier to escaping odors, intrusion of pests, and to prevent moisture from entering the cart from under the edge of the lid. The rim of the cart must in no way be radiused inward so as to obstruct freeflow emptying of the container.

Yes _____

No _____

DIMENSIONS - APPROXIMATE (+/- 2% FULLY ASSEMBLED)

19. Height (cart body)... 39.0 inches
Width 29.4 inches

Depth 33.9 inches
Weight (empty) 37.8 pounds

Yes _____

No _____

COLOR

20. All plastic parts are specifically prepared to be colorfast so that the plastic material does not alter appreciably in normal use. Containers will have not less than one half of one percent (.5%) pigments by weight.

Yes _____

No _____

21. The container is stabilized against ultraviolet light attack with not less than two-tenths of one percent (0.2%) UV 531 or equivalent.

Yes _____

No _____

Actual color of containers will be determined by the Coalition after the award has been made a color samples of the winning bidder have been received and reviewed.
Preference is a blue can with a yellow lid.

WHEELS AND AXLES

22. Complete wheel assembly shall be a minimum of 10" in diameter. The wheel assembly shall consist of a one piece, integrally-molded HDPE Blow-mold wheel that snaps onto the axle, on an injection-molded hub having self-lubricating bearing surfaces.

Yes _____

No _____

23. For ease of assembly, wheels will be designed for "snap-on" attachment. Wheels shall attach securely to the cart by means of a self-locking hub with internal wheel-retention details that snap into a corresponding groove on the axle. Wheel assembly using speed nuts ("palnuts") and/or cotter pins will be considered to be too time-consuming, too easily removed, and not acceptable.

Yes _____

No _____

24. The axle must be at least 3/4" diameter, solid 16 gauge steel-plated to protect against corrosion.

Yes _____

No _____

25. The axle shall be affixed to the body by passing through at least four molded-on, cross-gusseted details.

Yes _____

No _____

26. There shall be a fulcrum point where the foot may be placed directly on the axle to aid in tipping and maneuverability.

Yes _____

No _____

LID

27. The lid must be domed to facilitate water run-off. There shall be a molded-on barrier on top of the container rim which prevents entry of rain, insects, etc.

Yes _____

No _____

The lid must be injection molded of high density polyethylene resin with a minimum thickness of .120 inches, domed to facilitate water run-off. No metal hinges will be accepted, and lid will be attached at both ends of the cart body handle with snap in hinge pins.

Yes _____

No _____

28. No lid latches will be accepted. Lid will be held closed by its weight only.

Yes _____

No _____

29. The lid design will incorporate molded-on corrugated structural ridges on the lid's underside to ensure durability.

Yes _____

No _____

30. The lid must incorporate an integrally molded handle so that it may be opened by one hand without coming into contact with the bottom edge of the lid. This handle must extend across the full width of the front of the cart and wrap around both corners to provide maximum convenience for the user.

Yes _____

No _____

HANDLE

31. Push-pull handles shall be approximately 1 inch diameter and shall be molded as an integral part of the container body.

Yes _____

No _____

MARKING

32. "PROPERTY OF THE TOLACEM COALITION - RECYCLE" will be hot stamped on the right and left sides of the body of the container. Sequential serial numbers shall be hot stamped on the cart body using a numbering system of the Township's choosing. All hot-stamping will be done in 1" white block letters, easily visible from a distance.

Yes _____

No _____

STABILITY

33. The containers when empty, must not overturn when the lid is thrown fully open, whether full or empty

Yes _____

No _____

34. The containers must be designed to prevent being turned over by winds at a minimum of 40 mph in any direction, when empty and the lid is open.

Yes _____

No _____

DELIVERY

Vendor must provide delivery of containers as needed for each of the three Townships to the Township's maintenance garage located at 8 Pecks Corner Rd., Salem, NJ 08079. Any and all shipping charges are to be included in bid price.

Delivery is to be completed within 90 days of receipt of order. Vendor will pay \$100 per day lateness penalty for each and every day that delivery exceeds this schedule.

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires: _____

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____

_____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

VENDOR DATA SHEETS

The Bidder states that he has carefully examined the specifications and that he has fully informed himself regarding all conditions pertaining to the work to be done, and that he will furnish all labor and material and assume all responsibilities even though not specifically mentioned but which are necessarily required or reasonably implied to obtain the completed conditions contemplated.

1. The number of years your firm has been performing the specified services:

2. The location of your office that will be responsible for managing this contract:

Name: _____

Address: _____

Phone: _____

3. The name and telephone of a responsible individual that can be contacted at all times if service or information is required by the Owner:

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your firm

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your
firm : (con't)

Name: _____

Address: _____

Phone: _____

** ** ** ** ** ** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** ** ** ** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** ** ** ** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** ** ** ** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** ** ** ** ** ** ** **

The Name and telephone numbers of references presently under contract for this type of service are as follows:

<u>Company</u>	<u>Length of Contract</u>	<u>Contact Person and Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- i. Please provide a listing of contracts your firm has lost during the last three (3) years with reason for termination.

	<u>Client</u>	<u>Reason Terminated</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

7. Bidder's signature below attests that he is familiar with all aspects of this contract and the equipment to be serviced:

Signature: _____

Name (Please Print): _____

Company: _____

Address: _____

City: _____

Telephone number: _____

8. The Bidder hereby verifies that he attended the mandatory Pre-Bid Conference held _____.

Bidder's Signature: _____

9. The Bidder hereby acknowledges the receipt of the following issues of Addenda, if any:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Respectfully submitted,

NOTE: If the Bidder is a corporation, the President or other head officer shall sign and affix the corporate seal to be attested to by the Secretary.

Legal Name of Corporation

Business Address

(SEAL)

Signature of President or Other
Head Officer & Title of Such Officer

ATTEST:

Signature of Secretary

Date _____

NOTE: If the bidder is an unincorporated firm or partnership, it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

Legal Name of Firm or Partnership

Business Address

Name of Owner or Partner

Name of Owner or Partner

Date _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

No Addendum Received

Dated

Acknowledged for:

(Print or Type Name of Bidder)

By: _____

(Print or Type Name of Authorized Individual)

Signature: _____

Title : _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by:

Name of Firm: _____

By: _____

Title: _____

Date: _____

Lower Alloways Creek Township

BID DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	References (VENDOR DATA SHEETS)	
<input type="checkbox"/>	Status of Present Contracts	
<input type="checkbox"/>	Equipment Certification	
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)	
<input checked="" type="checkbox"/>	Public Works Contractor Certificate	
<input type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.